

HELPFUL HINTS FOR COURTROOM APPEARANCES
(revised 4/5/06)

1. All counsel are strongly urged to use the technology in the courtroom. For example, if counsel has voluminous exhibits, counsel should consider putting the exhibits on a disk and bringing the disk to the courtroom so that the exhibits may be shown on the screens in the courtroom (as opposed to putting the exhibits in a thick binder that becomes difficult to handle). For technical support please contact Darren Berglan, Systems Administrator, at (713) 250-5435.
2. If counsel prefers to introduce hard copy exhibits, then all exhibits should be in a 3 ring notebook, with each exhibit tabbed and marked. An exhibit list must be included in the notebook. All exhibits must be legible. Prior to the hearing date, all counsel should endeavor to stipulate to the admissibility of as many exhibits as possible so as to reduce court time for proving up exhibits that are not objectionable. Each exhibit booklet must contain a list and brief description of all exhibits. Each counsel must bring at least five exhibit booklets to the hearing: one for the court; one for the courtroom deputy; one for the witness box; one for opposing counsel; and one for counsel herself/himself. FAILURE TO DO SO WILL PROBABLY CAUSE THE COURT TO DENY THE INTRODUCTION OF ALL OR ANY OF THE EXHIBITS.
3. Each counsel must bring a witness list to all hearings. This list shall set forth the name of each witness to be called to testify. FAILURE TO DO SO WILL PROBABLY CAUSE THE COURT TO REFUSE TO ALLOW THE WITNESS OR WITNESSES TO TESTIFY.
4. If counsel has identified expert witnesses, then counsel must ensure that any written reports of the expert witnesses are timely provided to opposing counsel. FAILURE TO DO SO WILL PROBABLY CAUSE THE COURT TO REFUSE TO ALLOW THE EXPERT WITNESS TO TESTIFY AND THE REPORT TO BE ADMITTED.
5. The court will want counsel for each party to give closing arguments in all contested matters and adversary proceedings.
6. Please deliver to chambers copies of any pleadings that contain voluminous exhibits.
7. If a hearing is set and an agreed order has been filed, signed and entered on the docket prior to the hearing, then no appearance is necessary.
8. If an application to compromise is filed regarding an adversary proceeding, and a pre-trial conference or trial is scheduled, please email or call the case manager, Robin Stennis, to inform the court. Her email address is cmA679@txs.uscourts.gov and her telephone number is (713) 250-5405. Then, no appearance is necessary.

